



CALIFORNIA STATE LIBRARY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA STATE LIBRARY	RELEASE DATE:	Monday, September 28, 2009
POSITION TITLE:	CEA 2, Chief, State Library Services Bureau	FINAL FILING DATE:	Monday, October 26, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	09282009_1

POSITION DESCRIPTION

The Chief of the State Library Services Bureau manages and administers the activities of all the public service units of the California State Library, including the Braille and Talking Book Library, California History Section, Information Services, Government Publications, Special Collections, and the Witkin Law Library in Sacramento and the Sutro Library in San Francisco. They also manage and administer the activities of Preservation and Technical Services, which includes Acquisitions and Cataloging, for the State Library's deep and varied collections. The incumbent participates in Library-wide policy development and long range planning as a member of the Administrative Council, represents the State Library before the legislature and testifies before various committees regarding bills affecting library programs, budget and operation. Responsibilities also include determining service levels to various user groups including the legislature, State agencies, researchers, the visually impaired and physically challenged members of the public, developing and managing the annual budget to administer these services. May represent the California State Library with various organizations such as the National Federation of the Blind, Braille Institute of America, the Northern Regional Library Storage Facility and the University of California Shared Library Facilities Board or other national or state library organizations.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and

control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- In-depth knowledge of information policy and service trends impacting the service program of the California State Library.
- Demonstrated ability to effectively integrate multiple specialized library service programs serving distinct clienteles into a cohesive service organization.
- Demonstrated ability to plan and implement innovative information services that effectively integrate digital resources available in the 21st century information environment into the print-based resources and services of the library.
- Demonstrated ability to effectively manage and deploy financial, physical and staff assets, develop and manage effective collection development strategies, plans and policies, in multiple geographic locations.
- Demonstrated ability to perform as a leader in creating an environment where teamwork is valued, and where both customer and employee input are sought in developing library's service program.
- Demonstrated ability to evaluate and retool the current service program to ensure that services are meeting the needs of clientele, and that library staff are engaging and serving clientele in their own agencies.
- Demonstrated ability to communicate with others as demonstrated by strong written and verbal skills; strong negotiating skills; and the ability to represent the California State Library effectively with a variety of state and non-state organizations.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA 2, Chief, State Library Services Bureau**, with the **CALIFORNIA STATE LIBRARY**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

This examination will consist of a State application, resume, and Statement of Qualifications evaluation conducted by a screening committee. All interested applicants must file a standard State application (Std. 678), a resume and a Statement of Qualifications. The Statement of Qualifications should be no more than two pages in length. The State application and resume must include periods of employment (month/day/year) and civil service titles. The minimum and desirable qualifications listed on this bulletin will be used as the standard to screen the applications. Hiring Interviews may be conducted with the most qualified candidates if it is deemed necessary. All candidates will be notified in writing of their examination results. Applicants who fail to submit all required documents by the final filing date will be eliminated from the examination. The results of this

examination will be used only to fill this position. A minimum rating of 70.00% must be attained to obtain list eligibility.

FILING INSTRUCTIONS

Applications will not be accepted via E-mail.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA STATE LIBRARY, Human Resources Services Office
900 N Street, Suite 400, PO Box 942837, Sacramento, CA 94237-0001
Traci Balluff | 916-654-0204 | tballuff@library.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA STATE LIBRARY reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>